

# FRESNO, CALIFORNIA

## CLASS SPECIFICATION

### SENIOR POLICE CADET

**FLSA STATUS:**

Non-Exempt

**CLASS SUMMARY:**

The Senior Police Cadet is the second level in a two level Police Cadet series. Incumbents are responsible for attending and successfully completing the police academy. Upon academy graduation, incumbents assist in a variety of non-enforcement activities including, but not limited to, the transport of prisoners, building security, and standby services as assigned. Incumbents may be assigned to work variable hours as necessary to include nights, weekends and holidays.

Senior Police Cadet is designed to prepare the incumbent for a career in law enforcement. Failure to demonstrate the ability to become a Police Officer may result in termination from the program as outlined in Fresno Municipal Code.

The Senior Police Cadet is distinguished from the Police Cadet by its responsibility for attending and successfully completing the California Peace Officer Standards and Training (P.O.S.T.) Certified Basic Academy. Upon completion of the Police Academy, Senior Police Cadet's serve in a uniformed armed capacity.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

1.	Makes work assignments, oversees the work of other staff, trains, prepares reports, and performs administrative tasks in the absence of the supervisor.	Daily 10%
2.	Completes routine police forms for prisoner booking and/or transportation functions.	Daily 25%
3.	Assists Police Department Personnel in a non-enforcement capacity, directing and controlling traffic and providing parking and facility access control.	Daily 25%
4.	Assists Police Department Personnel with non-enforcement duties; completes routine police reports; appears in court when necessary.	Daily 20%
5.	Directs and controls traffic at accident scenes.	Daily 20%
6.	Provides standby guard duty for injured prisoners/arrestees and standby services as assigned.	Daily 10%
7.	Performs other duties of a similar nature or level.	As Required

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#### **Training and Experience** (positions in this class typically require):

- High School Diploma, or GED, minimum 18 years of age are required
- AND
- Currently attending or successful completion of a California Peace Officer Standards and Training (P.O.S.T.) Certified Basic Academy.

#### **Licensing Requirements** (positions in this class typically require):

##### Licensing Requirements:

- Basic Class C License
- Pursuant to P.O.S.T. requirements, must be a citizen of the United States or permanent resident alien who is eligible, and has applied, for citizenship before promotion to Senior Cadet.

#### **Knowledge** (position requirements at entry):

##### Knowledge of:

- Office procedures, principles, practices and equipment;
- Customer service policies, principles and practices;
- Recordkeeping principles and practices;
- City streets;
- Departmental policies, procedures and principles.

#### **Skills** (position requirements at entry):

##### Skill in:

- Providing customer services
- Dealing tactfully with difficult people both telephonically and in person
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals
- Remaining calm in stressful and emergency situations
- Safely operating and maintaining applicable tools and equipment
- Reading and comprehending maps
- Safe operation of motor vehicle
- Operating a variety of equipment and systems utilized in emergency service dispatch activities.
- Ability to prepare and make effective oral presentations
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

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#### **Physical Requirements:**

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises and travel.

#### **Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

#### **Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008